Schedule No. M-44

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Agency			Division/Unit
	CITY OF ROCKVILLE	DEPT.	OF COMMUNITY SERVICES
Item No	Description		Retention
1.	CORRESPONDENCE AND SUBJECT FILES This series includes memoranda, information about various community agencies and organizations, departmental program information, lists of contributors to charity drives, press releases and brochures.		ADMINISTRATION RETAIN ALL PROGRAM AND BUDGET FILES FOR FIVE YEARS THEN DESTROY. RETAIN ALL OTHER INFORMATION FOR TWO YEARS THEN DESTROY.
or Date	Name Josephine Roberts Director of Community Services	Schedule Archivi: Date Signatu	MAR 5 1993 Leward C. Paperfuse h

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	(00000000 00000)		rage 2 OI 3
Item No	Description		Retention
2.	CASE FILES (Access Restricted) This record series includes intake information, correspondence, records of legal activity and case disposition.	HUMAN RIG	
3.	CORRESPONDENCE AND SUBJECT FILES This series includes correspondence, workplans resulting from Human Rights Commission meetings, EEOC and fair housing information, caseload, quarterly and annual reports.	IN OFFICE THEN DEST OTHER FIL	L PROGRAM FILES FOR FIVE YEARS ROY. RETAIN ALL ES IN OFFICE FOR THEN DESTROY.
			ally transfer and State
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Schedule No. M-44

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Item No	Description		Retention
4.	CLIENT RECORDS (access restricted) These records may include intake reports, correspondence and notes made by the counselor.	SERVICES ARE NO LO THEN DEST (Article	N OFFICE YEARS AFTER TO THE INDIVIDUAL ONGER NECESSARY ROY BY SHREDDING. 83C, 2-122, d Code of
5.	CORRESPONDENCE AND SUBJECT FILES This series may include correspondence, reports from other agencies, press releases, newsclippings, program planning information on Family Day, Student Government Days and other activities coordinated by Youth Services.	FILES IN YEARS TH OTHER FI RETAINED	ROGRAM AND BUDGET OFFICE FOR FIVE EN DESTROY. ALL LES MAY BE IN OFFICE FOR S THEN DESTROY.
6.	GRANT APPLICATIONS AND AGREEMENTS This series includes grant applications and agreements.	CORRESPOND FOR THRESPOND FOR THREE YE THE FINA	GREEMENT WITH NDING APPLICATION E YEARS AFTER ALL VE BEEN COMPLETED LL CONTRACTUAL ONS AND FINAL HAVE BEEN D AND DESTROY. DIT IS REQUIRED AS NOT BEEN D, RETAIN FOR ARS AFTER THE L DATE WHEN AN Y BE CONDUCTED TROY.
7.	INTAKE FILES This series includes notes regarding the status of potential clients.	YEARS FR FINAL DO	N OFFICE FOR FIVE OM THE DATE OF CUMENT IN CASE THEN DESTROY BY

Schedule No. M-44

Page 4 of 5

	(Continuation Sheet)	Page 4 of 5
Item No	Description	Retention
8.	STATISTICAL REPORTS This series includes monthly, quarterly and annual reports detailing the number of cases and the distribution of services.	YOUTH SERVICES RETAIN ANNUAL REPORTS FOR FOUR YEARS THEN DESTROY. RETAIN MONTHLY AND QUARTERLY REPORTS UNTIL INFORMATION IS INCORPORATED INTO THE ANNUAL REPORT THEN . DESTROY.
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Schedule No. M-44

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Item No	Description	Retention
		SPECIAL SERVICES
9.	CLIENT FILES (access restricted) These records may include intake reports, correspondence and notes made by the counselor.	RETAIN IN OFFICE FOR THREE YEARS AFTER SERVICES TO THE INDIVIDUAL ARE NO LONGER NECESSARY THEN DESTROY BY SHREDDING.
10.	CONTRACT FILES This series includes contracts that the City has entered into with Montgomery County Public Schools and the Maryland State Department of Education, applications submitted by the City for participation in certain programs, vendor agreements, budget information, program descriptions and evaluations and reports on program participation.	RETAIN IN OFFICE UNTIL ALL CONTRACTUAL OBLIGATIONS, FINAL PAYMENTS AND AUDIT REQUIREMENTS ARE MET. THESE DOCUMENTS MAY BE RETAINED FOR 3 YEARS FOR BACKGROUND AND REFERENCE. DESTROY WHEN NO LONGER NEEDED.
11.	CORRESPONDENCE AND SUBJECT FILES This series includes correspondence, information on division programs including the Summer Youth Employment Program, VITA, the Summer Food Program and the Holiday Drive.	RETAIN IN OFFICE FOR FIVE YEARS THEN DESTROY.
12.	CRANT FILES This file includes proposals submitted by the City to Montgomery County Government, the Community Development Block Grant program and the Governor's Substance Abuse and Prevention Program; copies of completed applications and letters of award and denial.	RETAIN AGREEMENT WITH CORRESPONDING APPLICATION FOR THREE YEARS AFTER ALL AUDITS HAVE BEEN COMPLETED AND/OR ALL CONTRACTUAL OBLIGATIONS AND FINAL PAYMENTS HAVE BEEN COMPLETED THEN DESTROY. IF AN AUDIT IS REQUIRED BUT HAS NOT BEEN PERFORMED, RETAIN FOR THREE YEARS AFTER THE FINAL DATE WHEN AN AUDIT MAY BE CONDUCTED THEN DESTROY.
13.	RESOURCE FILES These records include resource and referral information.	RETAIN UNTIL SUPERSEDED, THEN DESTROY.
-	5	<u> </u>

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 1 OF 13	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
City of Rockville	Dept. of Commu	nity Services	Administration	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	A AS MELL AS MET.	BOTEIG DAL MOITME	_	
	n'1.		1. EARLIEST YEAR/LATEST YEAR 1987 TO 1993	
Correspondence and Subject 1		K TYPES OF INFORM		
6. RECORD SERIES DESCRIPTION (STREETLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. The series contains memoranda, information on community agencies and organizations, departmental program information, press releases and brochures.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECUENCE	0 MOVING	
LETTER SIZE D MICROFILM	_	·	9. VOLUME	
# LEGAL SIZE COMPUTER TAPE	ALPHABETIC	EAL.	□ MICROFILM REEL(S)	
- ·	□ NUMERICAL		OTHER(SPECIFY)	
O BOUND BOOK O FLOPPY DISK	□ CHRONOLOG		UTHER(SPECIFF)	
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	EIFY)	FILE DRAWER(S)	
			1	
11. FILE IS USED		12	OTHER(SPECIFY)	
DAILY WEEKLY	□ MCNTHLY	_	S INACTIVE AFTER MONTH(S) U YEAR(S)	
		NUMBER		
Rockville City Hall, 3rd Fl. Rockville MD	_		ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS Q YES		16. AUDIT REQUIR	REMENTS RTE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF SRIEFLY AND DESCRIBE ANY HA		years then des	gram and budget files for five troy. Retain all other two years then destroy.	
Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE 1		21. DATE January 20, 1993	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEPARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BO JESSUP, MARY	MENT DIVISION 2LCC ROAD 0X 275	AGENCY RECORDS INVENTORY	
1. DEFARTMENT/AGENCY	2. DIVISION			
· · · · · · · · · · · · · · · · · · ·			3. UNIT	
City of Rockville DEFINITION-RECORD SERIES. A GROUP	Dept. of Commun			
	TER EA LIST EA E			
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR	
Case Files	···-		1970 то 1993	
6. RECORD SERIES DESCRIPTION (SERIES THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The series includes intake information, correspondence, records of legal activity and case disposition.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCS	9. VOLUME	
LETTER SIZE MICROFILM	- ALPHARETIC	EAL	4 FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	I NUMERICAL		10 COMPUTER TAPE(S)	
G BOUND BOOK G FLOPPY DISK	CHRONOLOG	ICAL	NUMBER B OTHER (SPECIFY) box	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIO	:AL		
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	O FILE DRAWER(S) O MICROFILM REEL(S) RUNNER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE RECOME	OTHER(SPECIFY) ES INACTIVE AFTER	
DAILY D WEEKLY	MI MONTHLY		MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDGFi a) Rockville City Hall, 3rd Fl. b) Montgomery Co. Archives, Roc	, Rockville MD		ERIES DUPLICATED ELSEYHERE? PECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS & YES (IF YES, CITE LAW(S) & REGULA		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INCEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDSARE/SOFTWARE) O YES & NO		18. RECCMMENDE Retain.permane to Maryland St	ently. Periodicially transfer	
13. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones	20. TELEPHONE	NUMBER	21. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BK	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTURY	
(DGS 550-1)	JESSUP, MARYLAND 20794		PAGE 3 OF 13.	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
City of Rockville	Dept. of Commu		Human Rights	
DEFINITION-RECORD SERIES. A GROUP	RECORN CETALER TO THE EA LISE EA DE			
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Correspondence and Subject F	'iles		1971 то 1993	
6. RECORD SERIES DESCRIPTION (SERIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES The series includes correspondence, workplans resulting from Human Rights Commission meetings, EEOC and fair housing information, caseload, quarterly and annual reports.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES			
# LETTER SIZE O MICROFILM	a. ALPHABETIC		9. VOLUME	
C LEGAL SIZE COMPUTER TAPE	- NUMERICAL	- 	□ MICROFILM REEL(S)	
G BOUND BOOK G FLOPPY DISK	S CHRONOLOGI	CAL.	6 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S)	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC		·	
OTHER(SPECIFY)	OTHER(SPEC	HFY) -	FILE DRAWER(S) MICROFILM REEL(S)	
			0.5 COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	O MONTHLY	NUMBER C	MCNTH(S) PYEAR(S)	
Rockville City Hall, 3rd Flo Rockville MD	·		ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS C YES		18. AUDIT REQUIR	REMENTS ATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDSARE/SOFTWARE) O YES # NO		years then des	gram files in office for five troy. Retain all other files two years then destroy.	
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE 1		21. DATE January 20, 1993	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEM 7273 WATER P.O. BO	MENT DIVISION RLCO ROAD	AGENCY RECORDS INVENTORY
(DGS 350-1)	JESSUP, MARY	7LAND 20794	PAGE 4 OF 13.
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
			Youth Services
DEFINITION-RECORD SERIES - REFERENCE	DRODER DETAILER RO TTER EA LISE EA EI	DE NORMALLY FILED BOOK ROITH	AND USED AS A UNIT FOR
4. SECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Client Records			1985 TO 1993
6. RECORD SERIES DESCRIPTION (SR)	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES; tes made by the counselor.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM	- ALPHARETIC	CAL	FILE DRAWER(S)
E LEGAL SIZE COMPUTER TAPE	# NUMERICAL		MICROFILM REEL(S) 4 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	ICAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	IFY)	FILE DRAWER(S)
			O MICROFILM REEL(S) RUMBER O COMPUTER TAPE(S) O OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DEEKLY	□ MCNTHLY	NUMBER C	MCNTH(S) PYEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOCR, ROCM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?
Bouic House at Rockville Cit Rockville MD	ty Hall	(IF YES, SPECIFY AGENCY OR OFFICE)	
15 . ACCESS RESTRICTIONS # YES		16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	TION(S)	O NONE ST	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES & NO		services to the longer necessa	D RETENTION ice for five years after ne individual are no ary then destroy by shredding. 2-122 Annotated Code of Md)
2. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE 1		21. DATE January 20, 1993

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GERECORDS MANAGEMENT 7275 WATER P.O. BK	MENT DIVISION FLOO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 5 OF 13	
(DGS 350-1)	JESSUP, MART	YLAND 20794		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
City of Rockville DEFINITION-RECORD SERIES. A GROUP			Youth Services	
		ECTEID DIA MOITH		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Correspondence and Subject E	Files		1985 TO 1993	
The series includes correspondence, reports from other agencies, press releases, newsclippings, program planning information on special events.				
7. RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S)	
D BOUND BOOK D FLOPPY DISK	O NUMERICAL		2 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S)	
AUDIO TAPE U VIDEO TAPE	CHRONOLOG		· - OTRER(SPECIFI)	
OTHER(SPECIFY)	GEOGRAPHIC		10. ANNUAL ACCUMULATION	
- Gillar ECIPTy	OTHER(SPEC		FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	□ MCNTHLY	•	MCNTH(S) TEAR(S)	
Bouic House at Rockville Circockville MD		1	ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS O YES E NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYPES B NO		then destroy. A	D RETENTION and budget files for five years all other files may be retained two years then destroy.	
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE 1		21. DATE January 20, 1993	

DEFINITION-RECORD SERIES-A GROUP	OF MELATID RECORD I AS YELL AS RETE PMENTS	MENT DIVISION PLOO ROAD EX 278 PLAND 20794 THE SERVICES THE NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR ITISH FURFISES 5. EARLIEST YEAR/LATEST YEAR 1987 TO 1993
The series includes grant ap	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES)
7. RECORD SERIES FORMAT(S) 8 LETTER SIZE D MICROFILM 0 LEGAL SIZE D COMPUTER TAPE 0 BOUND BOOK D FLOPPY DISK 0 AUDIO TAPE D VIDEO TAPE 0 OTHER(SPECIFY)	8. RECORD SERIES ALPHARETIC NUMERICAL CHRONOLOGI GEOGRAPHIC OTHER(SPEC	CAL CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) OTHER(SPECIFY) OTHER SPECIFY OTHER SPECIFY
DAILY WEEKLY 13. CURRENT LOCATION(S) (BLDGFL Bouic House at Rockville Cit Rockville MD	·	NUMBER 14. IS RECORD SI	S INACTIVE AFTER WENTH(S)
15. ACCESS RESTRICTIONS THE NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES, EDPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) TYES TO NO		18. RECOMMENDED with correspond all audits have tractual obligation been made. If a been performed,	REMENTS ATE FEDERAL INDEPENDENT D RETENTION- Retain agreement ing application for 3 yrs. after been completed and/or all contions and final payments have naudit is required but has not retain for 3 yrs. after the dit should have been conducted
Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE P	NUMBER	21. DATE January 20, 1993

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GE RECORDS MANAGEN 7278 WATER	LENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. EC JESSUP, MARY	X 275	PAGE 7 of 13	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
City of Rockville		nitv Services		
DEFINITION-RECORD SERIES-A GROUP	RODER DETAILER TO TER EA LISE DA ED			
4. RECORD SERIES TITLE	CA AS AGEL AS AGES	פנייבום טאג אטווא.	5. EARLIEST YEAR/LATEST YEAR	
Intake Files			1985 TO 1993	
	IEFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
	THE SERIES.		RPOSE OR FUNCTION OF THE SERIES	
This series contains notes	taken by counseld	ors regarding th	ne status of potential clients.	
the second second				
		•		
}				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM	- ALPHARETIC	EAL	File DRAWER(S)	
E LEGAL SIZE COMPUTER TAPE	- NUMERICAL		☐ MICROFILM REEL(S) 1 ☐ COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	E CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ 'GEOGRAPHIC	:AL		
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	10. ANNUAL ACCUMULATION FILE DRAWER(S)	
	•	•	MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	□ MONTHLY	î e e e e e e e e e e e e e e e e e e e	MCNTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (ELDG., F	LOCR, ROCM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?	
Bouic House at Rockville Ci- Rockville MD	ty Hall	TIF YES, SP	EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS E YE		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULA	TION(B)	O NONE STATE O FEDERAL O INDEPENDENT		
		- NATE - 31.	ATE O PEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECCMMENDE	D RETENTION	
TYES NO	Ardeare/ Software ;		ce for five years from the date ment in case folder, then	
		destroy by shr		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Carolyn Barnett-Jones				
Elections/Records Management (lerk (301) 309	9-3314	January 20, 1993	
DGS SER-4 (DEVISED 2/97)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 8 OF 13	
1. DEPARTMENT/AGENCY				
•	2. DIVISION		3. UNIT	
City of Rockville Dept. of Community Services Definition-Record Series. A GROUP OF RELATED RECORDS NORMALLY FILED				
	TER EA LIST BA E			
4. MECCRD SERIES TITLE Statistical Reports	•		5. EARLIEST YEAR/LATEST YEAR _1987_ TO1993	
	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
	THE SERIES. Tuarterly and ann	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES	
•	•		-	
) 				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SECUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	- ALPHABETIC	EAL	FILE DRAWER(S)	
U LEGAL SIZE U COMPUTER TAPE	O NUMERICAL		1 MICROFILM REEL(S) 1 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	S CHRONOLOGICAL		NUMBER OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHICAL			
OTHER(SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION	
	- OTHER(SPEC	.1.	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12	OTHER(SPECIFY)	
DAILY WEEKLY	■ MCNTHLY		ES INACTIVE AFTER	
		NUMBER	BER MCNTH(S) TYEAR(S)	
Bouic House at Rockville City Hall Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IF YES, SPECIFY AGENCY OR OFFICE) B YES O NO		
15. ACCESS RESTRICTIONS O YES		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) Q YES # NO		18. RECOMMENDED RETENTION Retain annual reports for four years then destroy. Retain monthly and quarterly reports until information is incorporated into the annual report then destroy.		
Carolyn Barnett-Jones	20. TELEPHONE	NUMBER	21. DATE	
Elections/Records Management C	erk (301) 309-3314		January 20, 1993	
DGS 550-4 (REVISED 2/87)		,		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEPARTMENT OF CE RECORDS MANAGEM 7278 WATER P.O. EX JESSUP, MART	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 9 of 13
1. DEFARTMENT/AGENCY			
•	2. DIVISION		3. UNIT
City of Rockville			Special Services
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERTING AS SELL AS RECENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Client Files			<u>1989</u> ro <u>1993</u>
6. RECORD SERIES DESCRIPTION (SERIES.) These records include intake reports, correspondence and notes made by the counselor.			
)			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECIENCE	9. VOLUME
- LETTER SIZE D MICROFILM	# ALPHABETIC		FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	U NUMERICAL		□ MICROFILM REEL(S)
D BOUND BOOK D FLOPPY DISK	G-RONOLOGICAL		3.0 COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	_	cubic reet
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION
	OTHER(SPECIFY)		O FILE DRAWER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S)
11. FILE IS USED			■ on-er(specify) cubic
EDAILY GEENLY	O MONTHLY	12. FILE BECOMES INACTIVE AFTER D MCNTH(S) VEAR(S)	
		NUMBER	
Bouic House at Rockville City Hall Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IF YES, SPECIFY AGENCY OF OFFICE) [YES B NO	
-	Hall	tir yes, sr	ECIFY AGENCY OR OFFICE)
-	3 D NO	TES B NO	EGIFY AGENCY OR OFFICE)
Rockville MD 15. ACCESS RESTRICTIONS YES	5 © NO FION(S) YES.EDPLAIN	16. AUDIT RECUI	RECIFY AGENCY OR OFFICE) REMENTS ATE
Rockville MD 15. ACCESS RESTRICTIONS & YES (IF YES, CITE LAW(E) & REGULATION 17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA	S D NO FION(B) YES.EXPLAIN ARDBARE/SOFTWARE)	IF YES, EF O YES NOT NOT NOT STATE OF STATE OF STATE OF STATE OF SERVICES TO THE NECESSARY THEN	REMENTS TATE FEDERAL INDEPENDENT TO RETENTION The for three years after a individual are no longer

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF G RECORDS MANAGES 7278 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY	
VITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. B JESSUP, MAR		PACE 10 of 13	
1. DEFARTMENT/AGENCY	2. DIVISION	-	3. UNIT	
City of Rockville	Dept. of Community Services			
			AND USED AS A UNIT FOR	
ARFERENCE AS BELL AS RETENTION AND DISPO				
Contract Files			5. EARLIEST YEAR/LATEST YEAR 1985 TO 1992	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND				
	THE SERIES.		RPOSE OR FUNCTION OF THE SERIES	
This series includes contract Public Schools and the Mary by the City for participation program descriptions and evaluations	land State Depar on in certain pr	tment of Education	on, applications submitted agreements, budget information,	
7. RECORD SERIES FORMAT(S)				
C LETTER SIZE C MICROFILM	8. RECORD SERIES		9. VOLUME	
	ALPHABETICAL		FILE DRAWER(S) MICROFILM REEL(S)	
ELEGAL SIZE COMPUTER TAPE	O NUMERICAL		COMPUTER TAPE(S) ;	
G BOUND BOOK G FLOPPY DISK	# CHRONOLOGICAL		NUMBER DOTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		O FILE DRAWER(S)	
			☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
			OTHER(SPECIFY)	
11. FILE IS USED			ES INACTIVE AFTER	
DAILY DEEKLY	MCNTHLY	NUMBER D MONTH(S) D YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FL	OCR, ROCM)	14. IS RECORD ST	ERIES DUPLICATED ELSEWHERE!	
Rockville City Hall, 3rd Floor Rockville MD		(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS D YES 8 NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		NCNE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE) RETENTION	
□ YES ■ NO		Retain in office until all contractual		
S IES - NO		obligations, final payments and audit requirements are met. These documents may		
		be retained for 3 years for background and		
•	• • • • • • • • • • • • • • • • • • • •	reference. Dest	croy when no longer needed.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
Carolyn Barnett-Jones Elections/Records Management C			January 20, 1993	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE DGS 550-1)	727% WATER P.O. EX JESSUP, MARY	X 275	PAGE 11 OF 13	
1. DEPARTMENT/AGENCY	2. DIVISION	-	3. UNIT	
City of Rockville	Dept. of Community Services		Special Services	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR				
4. RECORD SERIES TITLE				
Correspondence and Subject Files			5. EARLIEST YEAR/LATEST YEAR 1989 TO 1993	
	6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND			
The series includes correspondence and information on division programs.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SECLENCE 9. VOLUME			
C LETTER SIZE C MICROFILM	- ALPHABETIC	EAL	FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		12 COMPUTER TAPE(S)	
a bound book a Floppy Disk	# CHRONOLOGICAL		NUMBER OTHER (SPECIFY)	
G AUDIO TAPE G VIDEO TAPE	GEOGRAPHICAL			
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S)	
			3	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	, S MONTHLY	T .	MCNTH(S) CYEAR(S)	
Rockville City Hall, 3rd Floor Rockville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) O YES - NO		
15. ACCESS RESTRICTIONS G YES 8 NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
		MONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		19 DECCIARDIDED DETENTION		
□ YES ■ NO		Retain in office for five years then destroy		
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Elections/Records Management C	20. TELEPHONE 1	i.	21. DATE January 20, 1993	

		MENT DIVISION RLOC ROAD DX 278 YLAND 20794 mmunity Services DS NORMALLY FILED	AGENCY RECORDS INVENTORY PAGE 12 OF 13 3. UNIT Special Services AND USED AS A UNIT FOR ITION PURPOSES 5. EARLIEST YEAR/LATEST YEAR 1984 TO 1990
	THE SERIES. s submitted by the cock Grant programmer.	he City to Monto am and the Gover	mor's Substance Abuse and
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SECUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		FILE DRAWER(S) OFILE DRAWER(S) OMICROFILM REEL(S) OCOMPUTER TAPE(S) BOTHER(SPECIFY) BINDERS OFILE DRAWER(S) OMICROFILM REEL(S) RUMBER OCOMPUTER TAPE(S) BOTHER(SPECIFY)
11. FILE IS USED DAILY WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOCR, ROCM) Rockville City Hall, 3rd Floor Rockville MD 15. ACCESS RESTRICTIONS DYES NO (IF YES, CITE LAW(S) & REGULATION(S)		NUMBER 14. IS RECORD SI (IF YES, SPI RYES D NO 16. AUDIT REQUIR	S INACTIVE AFTER MONTH(S)
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES B NO		for three years completed and/c and final payme destroy. If an been performed	nt with corresponding applications after all audits have been or all contractual obligations ents have been completed and audit is required but has not retain for three years after audit may be conducted then
Carolyn Barnett-Jones Elections/Records Management Cl			January 20, 1993

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 13 OF 13	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
	Dept. of Commu		Special Services	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMAL REPERENCE AS YELL AS RETENTION AND ADDRESS OF THE PROPERTY OF T				
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Resource Files 1989 To 1993				
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
These records include resource	e and referral i		,	
and the second s	•		e de francisco	
		•	• .	
			•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECUENCE	9. VOLUME	
LETTER SIZE "MICROFILM	# ALPHARETIC	EAL	FILE DRAWER(S)	
E LEGAL SIZE COMPUTER TAPE	O NUMERICAL		5	
C BOUND BOOK C FLOPPY DISK	C-RONCLOGICAL		NUMBER OTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	GEOGRAPHICAL			
OTHER(SPECIFY)	OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S)	
		•	1 DMICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	□ MCNTHLY	NUMBER C	MCNTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F)	LOCR, ROCM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?	
Bouic House at Rockville City	Hall	(IF YES, SPECIFY AGENCY OR OFFICE)		
Rockville MD	Rockville MD			
15. ACCESS RESTRICTIONS Q YES Q NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
		Retain until superseded.		
	• .			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Carolyn Barnett-Jones Elections/Records Management (lerk (301) 309	9-3314	January 20, 1993	
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